

NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) POSITION DESCRIPTION

POSITION AND HIRING INFORMATION

1. POSITION NUMBER	2. POSITION TITLE				3. OCCUPATIONAL CODE
4. ORGANIZATIONAL TITLE	5. CAREER GROUP	6. PAY SCHEDULE	7. PAY BAND	8. TARGET PAY BAND	9. OPM FUNCTIONAL CODE
10. DRUG TEST <input type="checkbox"/> YES <input type="checkbox"/> NO	11. BUS CODE	12. FAIR LABOR STANDARDS ACT <input type="checkbox"/> N <input type="checkbox"/> E			13. SUPERVISORY STATUS
14. KEY/EMERGENCY ESSENTIAL	15. MOBILIZATION INDICATOR	16. ENVIRONMENTAL/HAZARD DIFFERENTIAL	17. CERTIFICATION REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO		
18. POSITIVE EDUCATION REQUIREMENTS <input type="checkbox"/> YES <input type="checkbox"/> NO	19. LANGUAGE REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO		20. LANGUAGE IDENTIFIER		
21. FINANCIAL STATEMENTS REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	22. POSITION SENSITIVITY		23. PAY POOL IDENTIFIER	24. LAUTENBERG/SMITH AMENDMENT <input type="checkbox"/> YES <input type="checkbox"/> NO	

25. DUTIES

26. POSITION'S ORGANIZATION

27. POSITION OCCUPIED

28.a. DUTY STATION *(City - County - State or Overseas Location)*

b. GEOGRAPHICAL LOCATION CODE

29. CORE COMPETENCIES

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a. STANDARD OCCUPATION CODE (SOC)		b. NATIONAL GUARD BUREAU <input type="checkbox"/> DUAL STATUS <input type="checkbox"/> NON-DUAL STATUS		c. AIR/ARMY RESERVE TECHNICIAN <input type="checkbox"/> YES <input type="checkbox"/> NO	
d. AF SPEC CODE/ MIL OCCUPATIONAL SPEC	e. ROLE	f. SPECIALTY		g. SCOPE AND IMPACT	
h. ORGANIZATIONAL ENVIRONMENT	i. CAREER FIELD/ COMMUNITY	j. RESERVED FOR COMPONENT USE			31. PPP OPTION CODE

32. SKILLS INFORMATION**33. CONDITIONS OF APPOINTMENT****34. OTHER REQUIREMENTS**

a. DOD RESERVED	b. DOD RESERVED	c. DOD RESERVED	d. DOD RESERVED	e. COMPONENT USE
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35. AUTHORIZED MANAGEMENT OFFICIAL

a. SIGNATURE	b. TITLE	c. DATE (YYYY/MM/DD)
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36. CLASSIFICATION APPROVED BY

a. SIGNATURE	b. TITLE	c. DATE (YYYY/MM/DD)
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CONTINUATION SHEET

Guidance for Completing National Security Personnel System Position Description
DD Form 2918, July 2006

* Blocks have a finite number of text lines. Where additional text lines are required, National Security Personnel System (NSPS) Position Description Continuation Sheet may be used

Block #	Guidance
#1 – Position Number	Self explanatory.
#2 – Position Title	DoD NSPS Prescribed Title (NSPS SC1920.AP4)
#3 – Occupational Code	DoD NSPS Prescribed Code (NSPS SC1920.AP4)
#4 – Organizational Title	Informal title of position. NSPS PDs may have an organizational title assigned locally
#5 – Career Group	DoD NSPS Prescribed Title (NSPS SC1920.AP1)
#6 – Pay Schedule	DoD NSPS Prescribed Code (NSPS SC1920.AP2)
#7 – Pay Band	DoD NSPS Prescribed Code (NSPS SC1920.AP5)
#8 – Target Pay Band	Self explanatory.
#9 – OPM Functional Code	If applicable, assign Functional Designation for Engineers and Scientists (NSPS SC1920, AP 5, Part V)
#10 – Drug Test	Self explanatory.
#11 – BUS Code	Self explanatory. If 8888 is assigned , PD must include rationale.
#12 – FLSA	Self explanatory. If exempt is assigned, citation of 5 CFR 551 exemption criteria must be included. (NSPS SC1920.9)
#13 – Supervisory Status	Assign appropriate supervisory status code
#14 – Key/Emergency Essential	Indicate if position is Key or Emergency Essential (DoD Directive 1404.10, April 10, 1992)
#15 – Mobilization Indicator	Self explanatory.
#16 – Environmental/Hazard Differential	Self explanatory. (NSPS SC1930.AP5)
#17 – Certification Required	Select one. If “YES” identify the certification required. (e.g., DAWIA level)
#18 – Positive Education Requirements	Select one. If “YES” identify the educational requirement. (e.g., Bachelor’s Degree)
#19 – Language Required	Check one. If “YES” complete Block #20.
#20 – Language Identifier	Indicate language identifier code and clear text (e.g., FRA = French)
#21 – Financial Statement Required	Select one.
#22 – Position Sensitivity	Self explanatory.
#23 – Pay Pool Indicator	Self explanatory.
#24 – Lautenberg/Smith Amendment	Select one.

Guidance for Completing DD Form 2918, July 2006 (Continued)	
#25 – Duties *	The PD information must be sufficient to classify the position, e.g., career group, pay schedule, pay band, occupation code, title, supervisory status, FLSA status, qualifications. (NSPS SC1920.4.8) Additional information may be added to NSPS Continuation Sheet.
#26 – Position's Organization	The organizational location of the position. (e.g., component, installation, department, division, branch, section)
#27 – Position Occupied	Enter either: “1 = Competitive Service” “2 = Excepted Service” See 5, §212.101, for information on the competitive service; 5 CFR, §213.101, for the excepted service.
#28a – Duty Station	Self explanatory.
#28b – Geographic Location Code	Self explanatory.
#29 – Core Competencies *	KSAs and behaviors identified as important to the position and used for career and personal development. Additional information may be added to NSPS Continuation Sheet.
#30 – Component Information	Component specified
#31 – PPP Option Code	Indicate applicable three digit code and clear text
#32 – Skills Information *	KSAs developed from job analysis which the employee needs to execute the duties of the position. Also includes credentials, licenses, etc. Additional information may be added to NSPS Continuation Sheet.
#33 – Conditions * of Appointment	Unique or special requirements of the position, such as security clearance, travel requirements, driver's license. Additional information may be added to NSPS Continuation Sheet.
#34 Other requirements	Self explanatory.
#35 – Authorized Management Official	See NSPS SC1920.4.7
#35a – Signature	Self explanatory.
#35b – Title	Self explanatory.
#35c - Date	Self explanatory.
#36 – Classification Approved by	See NSPS SC1920.4.7
#36a – Signature	Self explanatory.
#36b – Title	Self explanatory.
#36c - Date	Self explanatory.